

# Retention and Classification Report

**Agency:** Department of Administrative Services. Division of Purchasing  
and General Services. Surplus Property (1107)  
447 West 13800 South  
Draper, UT 84020  
538-3014

## Records Officer

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**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 27012

3

**TITLE:** Activity reports

**DATES:** 2008-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains reports documenting work productivity of division employees. Includes key developments, pending decisions, personnel issues, any patron or inter-agency complaints, upcoming events, any recent or pending major purchases, and any key measurements that better illustrate employee productivity within the department.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 48.

**AUTHORIZED:** 11/18/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until until administrative need ends and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Administrative Services. Division of Purchasing and  
General Services. Surplus Property

**SERIES:** 27012

**TITLE:** Activity reports

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63-2-305 (25)

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 1036

**TITLE:** Administrative records

**DATES:** 1956-1959.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

3

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 1035

3

**TITLE:** Cash disbursement ledgers

**DATES:** 1962-1967.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 84109

3

**TITLE:** Closed item history report

**DATES:** 1985-

**ARRANGEMENT:** Numerical by SP-1 number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a computer-generated report which tracks all property coming in and going out of Surplus Property. It is used for inventory control and audits. The report includes item description, donor, reference for payback data, and dates of transactions.

**RETENTION:**

Retain 6 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 14, Item 4.

**AUTHORIZED:** 05/22/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

Computer magnetic storage media: Retain in Office for 2 years and then erase.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 84109

**TITLE:** Closed item history report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 19807

3

**TITLE:** Compliance records

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by customer surname, thereunder chronological by year.

**ANNUAL ACCUMULATION:  
DESCRIPTION:**

The agency creates these "Put into use forms" in order to specify the date the property is put into use so that the 18 months of time can be set in motion. Cannabilization forms authorize the property to be altered and the time also monitored. Information includes customer number, name, and address; designated representative; description of property; serial number; product number (123 number); invoice number; acquisition cost; and service charge; the date the property is placed in use; location of item; and item's primary use; date signed and signature of the designated representative. The Cannibalization form also contains the above in addition to the added approval of the agency manager.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.



**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 19807

**TITLE:** Compliance records

(continued)

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

Legal

This disposition is based on the administrative needs expressed by the agency and general services administration guidelines.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16596

3

**TITLE:** Customer case files

**DATES:** 1981-

**ARRANGEMENT:** Numerical by customer number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are the hard copy duplicate of information found on the accounts receivable file in the division's computer. They are either input or output from the system. They document the transactions between the customers and the division. They are also used to calculate and bill all customers for money received and money owed for that customer's account. Includes credit and debit memos, return to stock forms, invoices, and account statements.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16596

**TITLE:** Customer case files

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

These records are necessary for audit reveiw. Previous decision:  
RDR 68-45: 5 years/public.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 1034

3

**TITLE:** Donated property ledgers

**DATES:** 1971-1979.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 19810

3

**TITLE:** Eligibility files

**DATES:** 1987-

**ARRANGEMENT:** Numerical by county code and computer number, thereunder chronological by year.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

The purpose of the eligibility files is to establish whether an organization meets the requirements set by the Government Services Administration (GSA) to be able to acquire federal property for its use. The information is used to verify customer authorized signatures, addresses, and designated representative in charge of tracking the federal property an agency receives for its use. The file is updated every two years. Information includes agency name, address, phone number, fax number, public agency or non-profit, information pertinent to the agency, budget, description, and population served. Also the name and signature of designated representative and all the authorized signers and the signed terms and condition sheets.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 19810

**TITLE:** Eligibility files

(continued)

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs of the agency.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 23699

3

**TITLE:** Financial reports

**DATES:** 1995-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, and accounting reports and bank reconciliations.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

**AUTHORIZED:** 05/01/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**AGENCY:** Department of Administrative Services. Division of Purchasing and  
General Services. Surplus Property

**SERIES:** 23699

**TITLE:** Financial reports

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 85068

3

**TITLE:** Leave records

**DATES:** 1969-1993.

**ARRANGEMENT:** Alphabetical by employee name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Leave applications with supporting papers relating to a request for and approval of an employee's leave.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 19809

3

**TITLE:** Property distribution records

**DATES:** 1987-

**ARRANGEMENT:** Numerical by property distribution number, thereunder chronological by year.

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

The property distribution document is a computer generated and numbered invoice of the property donated to an agency. The invoice is used to track all property donated to a specific agency. Information includes customer number, signer of the invoice, invoice number, product number (the 123 or transfer document number), quantity donated, and intended use. Invoice also states whether it is a compliance item or not.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 19809

**TITLE:** Property distribution records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs of the agency.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 2404

3

**TITLE:** Publications

**DATES:** 1953-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, surplus, property, and all other activities of the Division of Government Surplus. This series consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/16/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These records document the policies, activities, and function of the agency.

**AGENCY:** Department of Administrative Services. Division of Purchasing and  
General Services. Surplus Property

**SERIES:** 2404

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 1038

3

**TITLE:** Social Security deposit forms

**DATES:** 1967-1968.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 1037

3

**TITLE:** Social Security wage adjustment forms

**DATES:** 1967-1970.

**ARRANGEMENT:** Alphanumeric

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16594

3

**TITLE:** State and federal surplus eligibility case files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name of applicant

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the eligibility and qualification of a customer's right to purchase state/federal surplus property. Includes application, a resolution and certification, a list of authorized agents for applicant, federal regulation compliance certification, and a statement of needs and resources.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

This retention is based in part on the GSA's Records Maintenance and Disposition Handbook, OADP 1820.2. Previous decision: RDR 68-45: 5 years/public.



**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16594

**TITLE:** State and federal surplus eligibility case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16595

3

**TITLE:** State and local agencies surplus property case files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by agency

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

When an agency decides it wants to surplus some damaged, excess, or outdated property, they must complete a declaration of surplus property form. Many times the declaration is completed before the equipment arrives so the declaration is considered pending. When the property arrives, it is then kept until sold or disposed of. When the disposition of the property is finally determined, a copy of the SP-1 is returned to the agency and the money collected for the sale is credited to their low organization or bank account. If the property is destroyed then an SP-3, Notification of Destruction, is sent to the agency. It includes location of the property in warehouse, description of the item, minimum acceptable price, the bid tabulation, the actual sales price, and the tape register of totals.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/22/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 2 years after final disposition of property and then destroy.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16595

**TITLE:** State and local agencies surplus property case files

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

This retention is based in part on the GSA's Records Maintenance and Disposition Handbook, OADP 1820.2. Previous decision: RDR 68-45: 5 years.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 19808 3

**TITLE:** Surplus personal property transfer order records

**DATES:** 1987-

**ARRANGEMENT:** Numerical by number of state, fiscal year, and computer number

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

These documents initiate approval from the Government Services Administration (GSA) to allocate property to the Division of Government Surplus. The number assigned by the computer follows each piece of property from approval, receiving into inventory, to the donation of the property. Information includes serial number, national stock number, year, model, mileage, acquisition cost, and document origin number.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 19808

**TITLE:** Surplus personal property transfer order records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16597

3

**TITLE:** Surplus property destruction files

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document the proper and legal disposal of state property. If an item of state property cannot be sold for various reasons, the Division of Surplus Property will declare the property nonsalvageable and prepare this document so that the item can be destroyed. Includes item name, description, original cost, date of purchase, quantity, total cost, authorization of agency property officer, a witness' signature, and method of destruction.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after final disposition of property and then destroy.

**APPRAISAL:**

Administrative Legal

This retention is based in part on the GSA's Records Maintenance and Disposition Handbook, OADP 1820.2. Previous decision: RDR 68-45: 5 years.

**AGENCY:** Department of Administrative Services. Division of Purchasing and  
General Services. Surplus Property

**SERIES:** 16597

**TITLE:** Surplus property destruction files

(continued)

**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16598

3

**TITLE:** Surplus property sales invoices

**DATES:** 1985-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The records are used to document the sales transactions of any surplus property where cash is received. They are also used to update the SP-1's. Includes reference number, signature of receipt to whom the item was sold, description of what was sold, date, and amount.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

These are necessary for audit review. Previous decision: RDR 68-45: 5 years.



**AGENCY:** Department of Administrative Services. Division of Purchasing and General Services. Surplus Property

**SERIES:** 16598

**TITLE:** Surplus property sales invoices

(continued)

**PRIMARY CLASSIFICATION:**

Public